



## Job Announcement

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<b>Opening Date:</b>	July 25, 2008	<b>Closing Date:</b>	August 8, 2008
<b>Job Title:</b>	Permanency Court Coordinator	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	081945	<b>FLSA Status:</b>	Exempt
<b>Location:</b>	Administrative Office of the Courts- Family Administration Annapolis, Maryland	<b>Grade/Entry Salary:</b>	J15 \$50,142-\$60,095 ( Depending on Qualifications)
		<b>Financial Disclosure:</b>	Yes

**Essential Functions:** Works with the Foster Care Court Improvement Project (FCCIP) in implementing and furthering its goal to improve the processing of CINA and related TPR and adoption cases. Facilitates the implementation of model court programs and best practices as it relates to CINA and TPR cases throughout the State. Helps coordinate and provide assistance to the Permanency Planning Liaisons throughout the State. Performs other duties as assigned by Department Management.

**Education:** Bachelor's Degree from an accredited college or university.

**Experience:** Three years of experience in the Child Welfare and/or courts system.

**Preferred:** Law Degree.

**Skills/Abilities:** Must have the ability to exercise discretion and independent judgment; possess the interpersonal relationship skills to effectively interact with all level of professionals; must be able to conduct research and write clear, concise summaries of professional, technical and legal material; must be able to communicate effectively and have excellent organizational skills. Ability to establish priorities, and be adaptable and multi-task oriented. Must be comfortable developing and making speaking presentations before small and large groups of people and have the ability to work in a fast paced, changing environment. Must have competent computer skills in a Windows environment and be able to use word processing. Ability to perform all essential functions of the position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications/resumes sent to any other address.**

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov) (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.